

Memo

The Insurance Division of the Department of Commerce and Insurance (TDCI) is looking for an intelligent and outgoing candidate to join its leadership team. This Executive Administrative Assistant 2 is responsible for overseeing the Division's legislative and regulatory priorities, including analyzing proposed legislation and providing fiscal note estimates for review by the Assistant Commissioner. The position also assists in coordinating Division-wide issues among Division Directors and staff and may be used to enhance the Division's public outreach efforts. The ideal candidate will be comfortable working in a fast-paced environment, have experience in insurance, and possess a working knowledge of the legislative and/or regulatory process. Preferred candidates will have a law degree, though one is not required, and a certain comfort level discussing or introducing insurance issues to policymakers, industry representatives, community groups and the general public.

The position reports directly to the Assistant Commissioner. Salary is commensurate with experience. The TDCI is an EOE. Interested candidates should send a resume and cover letter to mandy.gayle.johnson@tn.gov.